



## **VOUCHER EXAMINER (TEMPORARY)**

The U.S. Embassy in Canberra is seeking an individual for the position of Voucher Examiner in the Financial Management Center.

Salary: A\$52,465p.a.

Hours: Full time 40hours/week

Length of Hire: Appointment not to exceed February 23, 2013

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of Secondary School (Year 12) is required.
2. A minimum of two years experience in business or Government in accounting or bookkeeping is required.
3. Level 3(Good Working Knowledge) written and spoken English is required. This will be tested.
4. High level numerical skills for entering data for voucher transactions are required.
5. Familiarity with Microsoft Office Suite programs is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by **MAY 18, 2012**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note:*** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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| <b>POSITION TITLE: VOUCHER EXAMINER</b> | <b>POSITION GRADE LE-5<br/>(STARTING SALARY A\$52,465)</b> |
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

Incumbent is one of five voucher examiners located in the Financial Management Center responsible for the processing of up to 18,000 vouchers annually. Position is responsible for the preparation of a variety of vendor voucher payments and cashier vouchers. Incumbent is responsible for the daily maintenance of the FMC primary accounting database, COAST. As the FMC is the Embassy designated billing office, the incumbent is responsible for the correct invoice receipting process and the distribution and tracking of all invoices received for processing. Sorts, distributes and files daily vouchers and researches and provides supporting documentation for voucher enquiries.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

### **Major Duties and Responsibilities**

#### Invoice Receipt 45%

- i. As the designated billing office FMC is responsible for receiving and validating all invoices payable by the US Embassy Canberra. The incumbent ensures that properly authorized procurement documentation e.g. purchase orders, contracts and receiving reports, are held before submitting invoices for payment. Ensures all invoices for recurring expenses are properly approved before submitting for payment. Maintains comprehensive files to answer inquiries from OIG inspectors, vendors and other authorized Embassy staff in a timely manner. Maintain as appropriate various logs and databases to ensure timely return of any invoices sent to other offices for approval/clarification. Examines vouchers for proper justification, accuracy, legality and compliance with all regulations and procedures.

#### Vouchering 20%

- i. Prepare and process vouchers received from services agencies in Australia and Papua New Guinea. Verify the correctness of vouchers for fiscal data, appropriate approvals and authorizations and receipt of a proper invoice. Responds to inquiries on vendor payments.
- ii. Assists with the processing of utility accounts. Ensures that payments are made on time to avoid disruption or disconnection of services. Takes inquiries from utility provider's contacts and resolves problems with payments.

- iii. Review vouchers for four Australian and one PNG cashier. Verify vouchers for correct fiscal data. Ensures that vouchers with post fiscal data have been authorized by the appropriate FMA.

#### COAST Database Maintenance 15%

- i. Maintains the Consolidated Overseas Accountability Support Toolbox (COAST) database for Post 307 Canberra and Post 326 PNG as well as for services agencies DAO, LEGAT, PAS, ODC and MSG.

#### Voucher Filing 20%

- i. Follow each “day end” incumbent is responsible for splitting, sorting and filing the vouchers produced each day to ensure that recipient e.g. agency or payee, receives the appropriate copy. FMC copy of the voucher, with full supporting documentation, is filed in accordance with the FMC procedures.
- Maintains daily servicing of completes weekly inspection reports on warehouse material handling equipment (MHE) and coordinates twice yearly contractor servicing.
- Coordinates with the Data Analyst the repairs of whitegoods with contractors using Blanket Purchase Agreements, expending approximately US\$5000 per annum.
- General warehouse duties as directed.

#### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Year 12) is required.
2. A minimum of two years experience in business or Government in accounting or bookkeeping is required.
3. Level 3(Good Working Knowledge) written and spoken English is required. This will be tested.
4. High level numerical skills for entering data for voucher transactions are required.
5. Familiarity with Microsoft Office Suite programs is required.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
7. All ordinarily resident applicants must have the required unrestricted work and/or residency visa with 12 month validity to be eligible for consideration.

### **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS MAY 18, 2012**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

### **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References